



BHGRE G-SUITE

FREQUENTLY ASKED QUESTIONS - GMAIL

1 WHAT HAPPENS TO MY OUTLOOK EMAIL AFTER 5/22?

You will no longer be able to access email through webmail.kansascityhomes.com after 9 am on May 22. You will need to go to gmail.com and login using your Kansas City Homes emails address and using the default password of Welcome123!

2 WHAT WILL HAPPEN TO THE OUTLOOK PROGRAM ON MY COMPUTER?

Outlook on your computer will be set up to import your Gmail. Please see a champion in your office to make this happen. If you were unable to attend on May 22 there are instructions on KCH Agent, or you can set up an appointment with IT by emailing HelpDesk@kansascityhomes.com.

3 WILL MY EXISTING EMAILS AND CONTACTS BE TRANSFERRED OVER?

ALL emails, contacts and events/appointments will be transferred into your new Gmail account.

4 CAN I STILL LOGIN TO WEBMAIL?

No. You will need to login to Gmail.com.

5 CAN I STILL USE THE MAIL APP ON MY PHONE?

YES! However you will need to have it set up on your phone. Please stop in your office on May 22. If you are unable to make it in on that day, please ask your Broker or Admin. for instructions.

6 CAN I STILL USE THE CALENDAR APP ON MY PHONE?

Yes, when setting up you native mail app turn on the calendar



BHGRE G-SUITE

FREQUENTLY ASKED QUESTIONS - GMAIL

7 DO I HAVE TO USE THE GMAIL APP FOR MY PHONE/TABLET?

No, you can still use the native mail app on your phone or tablet once it has been connected to your Kansas City Homes Gmail account.

8 I ALREADY HAVE GMAIL. WHAT'S THE DIFFERENCE BETWEEN THAT AND G SUITE PROVIDED BY BHGRE KANSAS CITY HOMES?

G Suite is a complete suite of tools offered by Google which includes; Gmail, Calendar, Cloud Search, Docs, Drive, Forms, Groups, Hangouts, Keep, Mobile, Sheets, Sites and Slides.

9 WHAT IF I ALREADY HAVE A GMAIL ACCOUNT?

You can have both. Your existing Gmail account will remain separate from your @KansasCityHomes.com account.

10 HOW MUCH STORAGE WILL MY GMAIL ACCOUNT HAVE?

G Suite inbox will have a storage of 1 terabyte of data which is 1,000 times larger than your previous email storage.

11 HOW DO I USE FOLDERS IN GMAIL?

In other email programs, you might have stored email in folders. In Gmail, you use labels to categorize your email. Labels are like folders, but with a twist—you can apply several labels to an email, then later find the email by clicking any of its labels from the left panel.

12 WHAT HAPPENS TO MY NOTES AND TASKS FROM OUTLOOK?

Notes and tasks will *NOT* be transferred over to G Suite. However, G Suite does have similar tools such as “Keep” for Notes and Tasks.